



Workforce Innovation and Opportunity Act (WIOA)

Region VI is composed of a thirteen (13) county area in North Central West Virginia. We serve the counties of Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur.

What is the WIOA Program?

The Workforce Innovation and Opportunity Act (WIOA) will help job seekers and workers access employment, education, training, and support services to succeed in the labor market and match employers with skilled workers they need to compete in the global economy.

What does WIOA provide?

- **Training:** Scholarship's will be issued to eligible participants for a maximum training period of 12 months at a time, not to exceed 24 months. Training programs and providers must be approved by the Region VI Workforce Development Board. WIOA funds obligated to cover training costs shall be in accordance with the following fee structure:
 - Maximum of \$4,000.00 for 0-600 clock hours of training (training time 6 months or less)
 - Maximum of \$6,000.00 for 601-1200 clock hours of training (training time over 6 months to 12 months)
 - Maximum of \$8,000.00 for 1201-1800 clock hours of training (training time over 12 months to 18 months)
 - Maximum of \$10,000.00 for 1801-2400 clock hours of training (training time over 18 months to 24 months)
- **On the Job Training:** On-the-Job Training (OJT) provides opportunities for participants to "learn as they earn." The employer also benefits by being reimbursed for part of the participant's wages during the training period, while having the services of a full-time employee.
- **Helps Employers Find Workers with the Necessary Skills:** Aligns training with needed skills and matches employers with qualified workers. Provides incumbent worker training and promotes work-based training-- increasing on-the-job training reimbursement rates to 75 percent. WIOA emphasizes training that leads to industry recognized post-secondary credentials.

These programs and services are 100% federally funded through the Workforce Innovation and Opportunity Act (WIOA) and are administered through the Region VI Workforce Development Board.
Region VI is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request for individuals with disabilities.

If you have a hearing impairment and need assistance, call WV Relay 7-1-1

Who is eligible?

- All eligible participants must be authorized to work in U.S.
- Dislocated Worker: Terminated or laid off, eligible for or exhausted UI and unlikely to return to industry or occupation; OR Lost job from permanent closure or substantial layoff of a plant, facility or enterprise; OR Was self-employed and now unemployed because of economic conditions or natural disaster.
- Adult: 18 years or older; meet income guidelines based on income and number in household; OR receives or is a member of a family that receives (currently or in the past six months) one of the following: TANF, SNAP, SSI, or other public assistance.

To see if you are WIOA eligible, contact the WIOA Career Planner in your county.

Barbour, Randolph, Tucker, and Upshur Counties

Office location:
1200 Harrison Ave., Suite 115
Elkins, WV 26241

681-298-4309

Career Planner: Cassie Cox

Braxton, Doddridge, Gilmer, Harrison, and Lewis Counties

Office location:
153 West Main St.
Clarksburg, WV 26301

681-285-5629

Career Planner: Lorrie Mayle

Monongalia and Preston Counties

Office location:
1644 Mileground Rd.
Morgantown, WV 26505

304-296-8223 Ext. 24

**Career Planner: Tabetha
Burch**

Marion and Taylor Counties

Office location:
320 Adams St.
Suite 103
Fairmont, WV 26554

681-404-6338

Career Planner: Caleb Davis

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Employer Services

The Region VI WDB provides WIOA funded training services to employers located in the Region VI service area, which includes the following counties: Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur. Training must be for positions that provide full time, year-round employment in a Demand Occupation.

ON-THE-JOB TRAINING

Workforce Innovation and Opportunity Act (WIOA) On-the-Job Training (OJT) is:

- Training of a new hire or upskilling of a current employee in a specific occupational area utilizing the employer's training methods, facilities, and resources while the trainee is involved in production activities on the job;
- Training for a maximum training period determined by the level of difficulty of the training and skill level of the employee;
- Training conducted with a commitment by an employer to retain an individual on successful completion of the training period;
- Training for which the employer pays for not less than 25%-75% percent of the hourly wage.

Specifications:

- WIOA On-the-Job Training funds can be used to fund training for WIOA eligible participants who need to obtain or retain employment in which they can earn a self-sufficient living wage.
- Before an OJT potential new hire can start work and proceed in training under an OJT with an employer, the individual must be determined WIOA eligible by a Career Planner and a contract must be signed by the employer outlining the training to be given and the wages to be paid along with the reimbursement amount agreed upon. This process also applies if the OJT potential individual is a current employee who will be participating in an OJT in order to move into a position requiring new skills.
- Overtime, holiday, or sick leave hours, benefits, and fringes are not included in reimbursement calculations.

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CUSTOMIZED TRAINING

Workforce Innovation and Opportunity Act (WIOA) Customized Training is:

- Training designed to meet the needs of an employer (including a group of employers);
- Training conducted with a commitment by an employer to continue to employ an individual on successful completion of the training;
- Training for which employers pay for not less than 50% percent of the cost of training;
- Training which relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the Local Board;
- Training which will be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided.

Customized Training can:

- Be designed for any number of employees;
- Be conducted in a classroom setting on or off of your worksite;
- Be conducted by internal or external trainers of your choice;
- Utilize online courses led by an instructor or be self-paced (with documentation of hours logged on for training); or be a combination of all of the above.

Specifications - WIOA Customized Training funds can be used to fund training for WIOA eligible individuals who:

- Need training in order to retain a job;
- Need training which will give them the opportunity to advance their position within a company and/or increase their earnings potential; and/or
- Need to obtain employment in which they can earn a self-sufficient living wage.

Prior to start of employment, those individuals who will be trained must be determined WIOA eligible by a Career Planner located in one of the four Region VI Workforce West Virginia Centers, and a contract must be signed by the employer outlining the training to be given and the wages to be paid along with the reimbursement amount agreed upon.

INCUMBENT WORKER TRAINING

Incumbent Worker Training – Training designed to meet the special requirements of an employer (or group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting workers in obtaining the skills necessary to retain employment and conducted with a commitment by the employer to retain or avert laying off incumbent worker(s) that are trained in order to increase the competitiveness of the employee and/or employer.

Incumbent Worker – An individual who is employed, meets Fair Labor Standards Act requirements for an employer-employee relationship, and has an established employment history with the employer for 6 months or more.

The Region VI WDB will consider specific factors when determining the eligibility of employers to receive the WIOA share of funds to provide training to incumbent workers

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using either local Adult and/or Dislocated Worker formula funds or WIOA statewide discretionary funds provided by the Governor.

RAPID RESPONSE

As an employer, at some point you may have to deal with layoffs of employees due to the occurrence of a natural disaster or an economic crisis, which may result in the downsizing, or temporary or permanent closure of your business. At that point, you and your employees are not alone as there are services available to assist your employees, who are now dislocated workers, in transitioning to new employment as quickly as possible. This array of services is called Rapid Response.

How can an employer receive Rapid Response Services? Employers must inform the state through a Worker Adjustment and Retraining Notification (WARN) Act of layoffs of 50 or more employees. Once this occurs, a State Rapid Response Team leader will contact the employer to inform the employer of the services available and to arrange how the services can be provided to the affected employees.

If a layoff is for less than 50 employees, the employer can contact the Region VI Workforce Development Board at 304-368-9530 to report the layoff and to request the local Rapid Response Team leader to start the process of arranging for the provision of services to the affected employees.

Rapid Response services are provided to employees of affected companies through informational meetings where those affected by a layoff (i.e.- employers, employees, and spouses of employees) can learn about:

- Unemployment compensation;
- Assistance with job search;
- Assistance with updating or developing a resume;
- Training opportunities and how to pay for them for those who are thinking of a career change or who need to upgrade their skills;
- Health Insurance information;
- Peer support strategies; and
- Other services as determined needed by the Rapid Response team for your company's particular circumstances.

Rapid Response services are provided free of charge to the employer and employees.

**For more information on any of the WIOA
Employer Programs, visit
www.regionviwv.org or call (304) 368-9530.**

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